



DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
103 THIRD AVENUE
FORT LESLEY J. McNAIR, DC 20319-5058

REPLY TO
ATTENTION OF

ANEO

OCT 15 2007

MEMORANDUM FOR SEE DISTRIBUTION

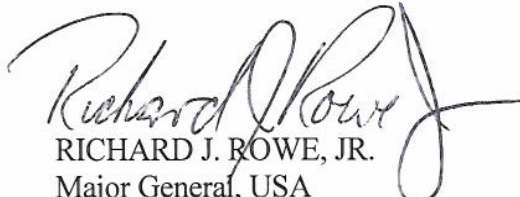
SUBJECT: Policy Letter – Commander's Statement on Equal Opportunity (EO) Complaint Procedures – Memorandum # 4

1. REFERENCE. AR 600-20, Army Command Policy, 7 June 2006.
2. PURPOSE. To provide guidance to the Military District of Washington and the Joint Force Headquarters – National Capital Region (MDW/JFHQ-NCR) personnel on Equal Opportunity (EO) Complaint Procedures.
3. APPLICABILITY. These procedures are applicable to all Service Members and family members assigned to and/or under the operational control of MDW/JFHQ-NCR.
4. POLICY. In accordance with guidelines set forth in AR 600-20, Chapter 6 and Appendix D, members of this command have the right to present complaints alleging acts of discrimination without fear of intimidation, reprisal or harassment.
5. PROCEDURES.
 - a. The EO complaints processing system addresses complaints that allege sexual harassment and unlawful discrimination or unfair treatment on the basis of race, color, religion, gender and national origin. Members of the chain of command will ensure the complainant, named witnesses and the subject involved in an equal opportunity complaint are protected from reprisal. All efforts should be made to resolve EO complaints at the lowest possible level within the organization.
 - b. I encourage the processing of EO complaints through the chain of command; however, other channels are also available. Commanders will ensure military personnel and their family members are aware of alternative reporting agencies, including higher echelons in the chain of command, equal opportunity advisors, inspectors general, chaplains, provost marshals, medical agencies, staff judge advocates and housing referral offices.
 - c. Commanders, alternative agencies and complainants will follow the procedures outlined in AR 600-20, Appendix D, when filing equal opportunity complaints. Formal EO complaints are documented on DA Form 7279 (Equal Opportunity Complaint Form) and must be reported to the MDW Equal Opportunity office within 72 hours. Additionally, the commander will provide the MDW Equal Opportunity office with the progress of the complaint 14 calendar days after receipt of the complaint and 14 calendar days thereafter until complete.

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6. PROPONENT. The MDW EO Office is the proponent for this MDW/JFHQ-NCR policy letter. The point of contact is LTC John Paglianite, MDW EO Program Manager, at commercial (202) 685-3357 or DSN 325-3357.


RICHARD J. ROWE, JR.
Major General, USA
Commanding

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